

Section: EMPLOYMENT
Subject: Job Change
Number: HR 3145

I. Institutional Regulations

Job or job duty changes may occur in the following ways:

- A. An employee may apply for a posted job vacancy and go through the normal College hiring process. If selected, the action shall be considered either a promotion, a voluntary transfer or a voluntary demotion, depending upon the pay grade change.
 - 1. Promotion: Movement to a position in a higher pay grade
 - 2. Transfer: Movement to a position in the same or comparable pay grade
 - 3. Demotion: Movement to a position in a lower pay grade
- B. The College may move an employee from one position to another or move an employee and his/her position to another work unit.
 - 1. Administrative/Professional, Confidential Clerical, and IES Administrative Support employees may be moved (reassigned) within their assigned campus or to another campus. If a reassignment results in a pay grade change, the action shall be considered a promotion or a demotion, depending on the grade. If the change is to a lower pay grade, the action shall be considered an involuntary demotion, unless the employee indicates in writing that s/he requests the reassignment.
 - 2. The movement of Faculty and Support Staff employees shall be in accordance with the provisions of their collective bargaining agreements.
- C. The job duties assigned to nonfaculty employees may change as positions evolve over time, or the duties may be changed at a specific point in time due to changing work unit needs.

II. Procedure

- A. Promotion, Transfer and Demotion
 - 1. If an employee is interested in a promotion, transfer or demotion to a posted vacancy, the employee must follow the same application procedures as external candidates seeking employment with the College (see HR 3130).
- B. Reassignment
 - 1. If an employee is to be reassigned to a vacancy with a different job title and qualifications, the College shall determine if the employee must meet the minimum qualifications for the position. Reassignment involving employees and/or vacancies covered by a collective bargaining agreement shall be in accordance with the provisions of the agreement.
 - 2. If the employee and his/her position are being moved and changed, the supervisor shall see that the employee's official job description is updated as soon as possible after the job duties have been confirmed. If the change in job duties may impact the employee's title or pay grade, the job description shall be reviewed by Human Resources and, if necessary, submitted to the Job Evaluation Committee (see HR 3510).
- C. Change in Duties Assigned to a Position
 - 1. If the job duty changes are not expected to change an employee's title or pay grade, the supervisor does not need prior approval for the changes but shall see that the official job description is updated as soon as possible. If the changes are occurring over time, the supervisor should monitor the job in the event the totality of the changes becomes significant.

2. If the job duty changes may impact an employee's title or pay grade, the supervisor should submit a Position Action Request form (P-1), along with an updated job description. If the P-1 is approved, the job description shall be reviewed by Human Resources and if necessary, submitted to the Job Evaluation Committee.
- D. Any pay changes resulting from the above job change actions shall be governed by HR 3435.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002